

# 2004 Park Activity Application

## City of Atlanta Bureau of Parks

Park Reservationist

675 Ponce DeLeon Ave. NE, Atlanta, Georgia 30308

404-817-6757 Fax 404-817-7932

www.atlantaga.gov

***A Park Activity Application (4 pages) must be submitted for any planned Large Gatherings lasting one hour or more with an anticipated attendance of 75-250 people. If you are reserving only a pavilion, gazebo or ball field, this application is not necessary and the standard reservation application will suffice.***

Today's date: \_\_\_\_\_

Name of park: \_\_\_\_\_

Name of gathering or activity: \_\_\_\_\_

Date of activity: \_\_\_\_\_ Type of activity: \_\_\_\_\_

Setup time: \_\_\_\_\_ Breakdown time: \_\_\_\_\_

Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_ No. of people expected: \_\_\_\_\_

Location of activity in park: \_\_\_\_\_

Name of organization or group: \_\_\_\_\_

Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City resident: Yes \_\_\_\_\_ No \_\_\_\_\_ (Must present driver's license or other State certified proof)

Describe details of the proposed activity (types of activities, equipment involved, setup configuration):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you publicize the activity? \_\_\_\_\_

\_\_\_\_\_

Is the required site plan attached? Yes \_\_\_\_\_ No \_\_\_\_\_

How will you clean the area after your activity? \_\_\_\_\_

Will portable toilets be used? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Portable toilet company name: \_\_\_\_\_

Telephone: \_\_\_\_\_

(OFFICIAL USE ONLY)	
Exempt: Yes _____ No _____ Total: \$ _____	Date Canceled: _____
Sanitation Bond: \$ _____ Date: _____	Amount Refunded: \$ _____
User Fee: \$ _____ Date: _____	

## 2004 Rules and Regulations Park Activity (Large Gathering) Permit

*Your signature below verifies that the information provided in this application is accurate and complete and that you understand and agree to comply with the rules, conditions and limitations contained in this permit application. For additional information, please reference the City of Atlanta Code of Ordinances, Sec. 110-75 and 110-76.*

1. Anyone planning a "Large Gathering" in a park, where the gathering is reasonably expected to have more than 75 but not more than 250 people, and is reasonably expected to last for one hour or longer, must have a park activity permit. Permit applications for a Large Gathering cannot be made earlier than 3 months prior to the event, or later than 14 working days before the event. An exception to this requirement shall arise when a gathering occurs within 48 hours of an identifiable event or decision, the date of which could not have been predicted with certainty, including but not limited to an announcement regarding a military action, an announcement of a court decision, or a death, in which case the reservation shall be made as early as possible so the City can provide adequate services.
2. Park Activity permits are granted based upon availability and on a first come first served basis. Priority for competing applications for substantially the same time and place shall be given to the first complete application package received, including requisite fees, site plans and deposits, if required. Applications from City residents, or on behalf of groups whose primary location is inside the City of Atlanta, shall be given priority over applications from non-City residents or on behalf of groups whose primary location is outside the City of Atlanta. A previously booked Special Event will take precedence over a park activity. (Special events are arranged by the Office of Special Events, 404-330-6741.)
3. A refundable sanitation bond of \$100.00 is required. There is a \$20.00 refundable key deposit if a key is needed. All payments must be presented to the Reservationist as a cashier's check, company check or money order, made payable to the *City of Atlanta Bureau of Parks*. No personal checks, credit cards or cash will be accepted.
4. No permit will be issued until a complete application, including site plan and sanitation bond (if applicable) is received.

5. The permit entitles the holder to the exclusive use of the assigned area only. Review all the conditions of your permit. Parks are reserved as is. Electricity, additional water, and additional restroom facilities are not provided.
6. The permit holder is responsible for all cleanup, including removal of all trash, decorations, and other items brought into the park. The Bureau of Parks is not responsible for setting up or taking down rental equipment, nor is the Bureau responsible for any rental equipment delivered to the site.
7. In the event that a person or group has a Large Gathering and fails to leave the park in the same condition as before the Large Gathering, and the City spends more than one employee hour cleaning or restoring the park to its previous state, the person or group shall be responsible for reimbursing the City for the cost of the clean-up or restoration activities within 30 days of receiving a bill from the City. Persons, groups, or persons representing a group that failed to pay a previous bill within 30 days of receipt, will be required to provide an additional sanitation bond in the amount of said bill as a condition of making any future park reservation.
8. In the event that the lawn, plants, walls, road or other infrastructure of a park is damaged during and as a result of a Large Gathering, the person or group making the reservation is responsible for reimbursing the City for the cost of repairing the damage, or replacing the damaged item(s) if the City finds that replacement is necessary.
9. For events lasting more than 3 hours in parks without operable restrooms, the permit holder shall provide one portable toilet per 100 people expected. The permit holder is responsible for arranging delivery and pick up of the toilets. The permit holder shall contact the District Maintenance Supervisor of the park for approval of the location of portable toilets. Portable toilets must be removed within 24 hours of the conclusion of the event.
10. The permit holder is responsible for notifying the Reservationist immediately of any changes. Bureau of Parks staff may not be able to honor last minute changes or requests.
11. Except in specially designated areas, dogs and other pets are allowed in a City park only if they are leashed. It is the responsibility of the person bringing the pet into a park to clean up after the pet. Dogs are prohibited from amphitheaters, swimming pools and pool areas, tennis courts, golf courses, lakes, zoos, and within 15 feet of all fences and structures.
12. No moonwalk, dunk tank, or any equipment that calls for independent power is allowed unless specifically authorized in writing on the permit.
13. No glass containers are allowed in the park.
14. No selling of food or other items is allowed; no alcoholic beverages are allowed (except by special permit).
15. No stakes, posts, poles or any other device may be driven into the ground and no holes may be dug without written authorization from the Department of Parks, Recreation and Cultural Affairs.
16. No tents or canopies are allowed without the expressed written permission from the Commissioner or designee of the Department of Parks, Recreation and Cultural Affairs, as well as other permits required by the City.
17. Absolutely no drugs or illegal substances are allowed on City property.
18. The permit holder hereby agrees to hold the Department of Parks, Recreation and Cultural Affairs harmless of any and all liability and loss, which the permit holder, or his/her guests, may suffer or incur, through the use of the park.
19. A Large Gathering permit may be revoked or terminated if:
  - a. The applicant provides false information to the City
  - b. By reason of disaster, public calamity, riot or other emergency, the City determines that the safety of the public or property requires revocation.
  - c. The permit holder or participant violates a policy, rule or regulation as set forth in the permitting process.
  - d. The permit holder transfers or attempts to transfer the privileges contained in the permit to another party.
20. It is unlawful for a nonresident individual or organization to fraudulently apply for use of Department of Parks, Recreation and Cultural Affairs facilities in the name of a City of Atlanta resident or through the use of a City of Atlanta address. Violators may be subject to prosecution in accord with the City of Atlanta Code of Ordinances section 110-11 and subsequent sections.

21. Any person who holds a Large Gathering without a permit shall be guilty of a misdemeanor, as provided by ordinance. In addition to other penalties that may be assessed, a person or group holding a Large Gathering without obtaining a permit, shall be responsible for paying all costs that would have been owed had a permit been obtained.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_